

Clinical Practice Committee

1. Membership

1.1. Appointment:

- The Chair of the Clinical Practice Committee (Committee) is appointed by the Board.
- In event of the Chair being unable to carry out his/her duty, the ADEA Board of Directors (Board) will source an alternative Chair from within the Committee.
- Membership is open to all financial members of ADEA membership through an Expression of Interest (EoI) process.
- Membership of the Committee is an honorary position.

1.2. Confidentiality and Conflict of Interest:

- The Chair must declare any potential conflict of interest, their own or that of any other members, to the ADEA Board.
- The members must declare any potential conflict of interest to the Chair.
- The Chair and members must treat any information gained through their position as confidential e.g. ADEA business, consultations and negotiations, Board deliberations.

1.3. Terms of office:

- Appointment is for no longer than two (2) years.
- Members who are unable to complete their two (2) year term must notify the Chair in writing to allow the ADEA Board to appoint an alternative member for the remainder of the two (2) year term in the case of the Chair and through the EoI process for members.

1.4. Members:

- Seven (7) of the members of the Committee are ADEA members comprising
 - Three (3) members are registered nurses
 - Two (2) members are dietitians
 - One (1) member is a pharmacist and
 - One (1) member is a podiatrist.
- Members should ideally be credentialled and have demonstrated clinical expertise in their primary discipline and in diabetes education and care.
- The Committee will have the power to co-opt individuals with specific expertise as required and as approved by the Board. These individuals may come from outside the ADEA membership.

2. Goals

2.1. (Primary) – The aim of the Committee is to:

- oversee and coordinate the development, review and dissemination of ADEA Position Statements
- provide advice to the ADEA Board on matters pertaining to diabetes education practice.

2.2. (Secondary) – The objectives of the Committee are to:

- Identify and assess the need for the development of ADEA Position Statements
- Identify the appropriate expertise required for the development of specific Position Statements and coordinate the development process
- Monitor review dates for all ADEA Position Statements and coordinate the review process
- Evaluate the impact of ADEA Position Statements as part of the review process
- Promote and encourage participation of the ADEA Membership in the development and review of Position Statements
- Liaise with the ADEA national office to ensure notification to the Membership of consultation periods on draft Position Statements
- Utilise the *Australian Diabetes Educator* and website to disseminate ongoing information to members.

3. Deliverables

- Develop an itemised list of priorities for development and review of ADEA Position Statements.
- Implement review and development process.
- Disseminate Position Statements.
- Evaluate the use of Position Statements.
- Submit final draft documents to National Office for Board deliberation and endorsement.

4. Scope / Jurisdiction

4.1. Timelines:

- This Committee is established without an expected closing date.

4.2. Meetings schedule and type:

- Meetings are by teleconference with or without web conferencing support.
- Meetings to be held as required to meet Deliverables (Item 3) and to be at least four times per year.
- The Chair arranges the program and agenda and facilitates a face-to-face meeting during the ADS-ADEA Annual Scientific Meeting.

4.3. Authority:

- The Committee submits its final documents to the ADEA Executive Director for Board deliberation.

- The documents will be published only after Board endorsement.

4.4. Internal and external communication:

- Internal communication:
 - All communication from the Committee to the Board, including recommendations and findings, is through the Chair of the Committee to the Executive Director.
 - The Chair of the Committee communicates decisions of the Board to the Committee.
 - The Committee consults with the Board before commencing any projects assigned by the ADEA Board.
 - The Committee circulates all final draft documents to the Executive Director, who is responsible for co-ordination of documents sent to the Board for review and endorsements prior to any dissemination for consultation by the general membership.
 - All documents are clearly labeled “Draft” until such time as endorsed by the ADEA Board and adopted as ADEA policy.
- **External communication:**
 - The Committee is not required to manage external communication.

4.5. Reporting back to ADEA:

- The Chair of the Committee reports quarterly on Committee activities to the Board via the Executive Director.
- The Chair reports the current Committee membership and activities to the ADEA membership by providing a report for the ADEA Annual Report via the Executive Director.

5. Guidance from the Board

5.1. Direction and suggestions from the Board:

- The Board may from time to time direct the Committee to undertake special tasks or projects.
- Final endorsement of members and documents is at the discretion of the Board.

5.2. Communication from Board:

- The Board communicates via the Committee Chair.

6. Resources and budget

6.1. Material and equipment:

- The Board may allocate material and equipment required for the Committee to carry out their role.

6.2. Funding and/or budget:

- The Board approves sufficient funding to cover costs for any face-to-face meetings and/or teleconferences required for the Committee to carry out their role.

7. Governance

7.1. Decision making:

- All members of the Committee and any of its established Sub-Committees have the same rights to speak and vote on any matter.
- A quorum is 50% of the vote + 1 vote.

7.2. Agenda and Minutes:

- The Chair of the Committee forwards Minutes of all Committee meetings to the ADEA National Office (NO) and the Committee members within two (2) weeks.

8. Related policies and procedure

ADEA Policy on Development and Review of ADEA Position Statements

Checklist for Development of Position Statements